



Service Desk Informer

Providing Our Customers with Updates & Changes

DECEMBER 2005

Volume 2, Number 23

SERVICE DESK
410-260-7778

Fax:
410-974-2092

Don't want to call?
Use our email option:

E-mail:
SERVDESK@DBM.STATE.MD.US



Holiday Schedule

The Annapolis Data Center will be closed for Christmas and New Year's Day. FMIS will be up on December 26th and January 2nd, however, there will **NOT** be a batch cycle. Interfaced files will be picked up on a holiday schedule.



From all of us at
the Service Desk

Important Information!

CASH CLOSING - Saturday, December 10, 2005. **System will not be available.**

This process will move cash balances from the closing year into beginning cash balances for FY2006.

INACTIVE ACCOUNT EVENT - Saturday, December 17, 2005. **System will not be available.**

Active Account Event records from July through September 2005 will be migrated to Inactive Account Event.

R*STARS Closing

The month of November 2005 will be closed on December 16, 2005.

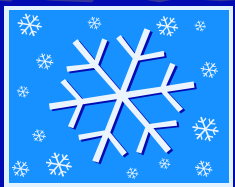




Visit the Bulletin Board!

<http://www.dbm.state.md.us/bbs>

If you do not want to be on our mailing list, please email us – SERVDESK@dbm.state.md.us and type the following in the message body: unsubscribe newsletter



Important R*STARS Information For December

There are two application housekeeping processes that are scheduled for the month of December. Each process requires the production online system (CICSP51) be shutdown the entire day.

CASH CLOSING - Saturday, December 10, 2005.

This process will move cash balances from the closing year into beginning cash balances for FY2006.



INACTIVE ACCOUNT EVENT - Saturday, December 17, 2005.

Active Account Event records from July through September 2005 will be migrated to Inactive Account Event.

REQUESTABLE REPORT IMPACT



Effective Friday, January 6, 2006, Inactive Account Event data used for RSTARS requestable reports will contain only FY2006 transactions.

On the last Friday of each month thereafter, the Inactive Account Event data will contain FY2006 and FY2005 transactions.

Requests for reports requiring data prior to FY2005 from the Inactive Account Event will be made by special arrangement with FMIS.

Did You Know...

To determine whether State Government offices are open or not due to weather conditions, your best bet is to listen to major television and/or radio stations. Another way to determine the status is to logon to the DBM website at www.dbm.maryland.gov click on weather announcements under Quick Links near the top, right side of the screen.



How Do I Track a Document in ADPICS?

One question that we frequently get on the Service Desk from customers is 'Where is my document?' They know the document went into the Approval Path, but don't know where it is or how to find it.

There are two screens that will help you locate your documents. The 9220 – Document Authorization Tracking – Active screen or the 9230 – Document



Authorization Tracking – Archive screen. Documents showing up in the 9220 – Active screen – show you the approval path the document still has to take or where it needs to go. It also shows you exactly in what mailbox the document is residing.

Documents showing up in the 9230 – Archive screen – show you the approval path the document has already taken or where it has been.

If a document does not show up in the 9220 – Active screen – then most likely the document has completed its approval path and is posted. Check the bottom of the screen for a message 'Document Not In Approval'. You can verify this by looking on the 9230. If the document is not showing up on either of these screens then it is probably back with the originator in a N – non posted (NOPT) status.

If you want to see what the PO number is of a Requisition, the 2430 Requisition Detail Inquiry or the 2410 Requisition By Department screens will show the PO or BID associated with the requisition. Be sure to check the Status field. Valid values for this field are:

- NOPT - Non posted lines**
- POST - Posted lines that have had no additional processing**
- POC - Lines that appear on purchase order contracts**
- ITB - Lines that have been brought to an Invitation to Bid but have not yet been awarded to a purchase order**
- BID - Lines that have been brought to BID but have not yet been awarded to a purchase order**
- CNCL - Lines that have been cancelled as the result of a purchase order cancel**

Upcoming Meetings



The next ADPICS Committee meeting will be held on Tuesday, January 10, 2006 at 1:30. The meeting will be held at the SHA at 7005 Aviation Blvd.

The next Fixed Asset Meeting will be held on Thursday, January 12, 2006 from 1:30 to 3:30. The meeting will be held at 301 W. Preston Street, 14th

Floor Suite 1400 in Baltimore.

This is a wonderful opportunity for ADPICS users to make suggestions to change or modify the system. Many of the changes that take place in ADPICS are made through the user community. Get involved!

If you are interested in attending any of these meetings, call the Service Desk and we will email you the directions.